

VACANCY ANNOUNCEMENT
2010 Census
U.S. DEPARTMENT OF COMMERCE
Bureau of the Census
Detroit Regional Census Center

OPENING DATE: 10/01/2008
CLOSING DATE: 01/31/2009

ANNOUNCEMENT NO. DET 24-8-057
DUTY LOCATION: Detroit, MI

This announcement will remain open until a sufficient number of applicants are received; it will be open for a minimum of 90 days. Qualified applicants will be considered for employment in the order their paperwork is received. Every 30 days a list of eligible applicants will be referred to the hiring official for consideration.

First cut-off date: 11/01/2008
Second cut-off date: 12/01/2008
Third cut-off date: 01/01/2009

POSITION TITLE:

Administrative Specialist

GRADES AND SALARY RANGES:

GG-0301-05 (\$32,181-\$41,831 steps 01-10)	GG-0301-11 (\$58,996-\$76,695 steps 01-10)
GG-0301-07 (\$39,864-\$51,818 steps 01-10)	GG-0301-12 (\$70,711-\$91,928 steps 01-10)
GG-0301-09 (\$48,761-\$63,395 steps 01-10)	

Applicants new to federal service will be appointed to the grade qualified at the step 01 level.

PROMOTION POTENTIAL: GG-12.

NUMBER OF VACANCIES: A few.

EXCEPTED SERVICE APPOINTMENT: This is a Schedule A time-limited appointment of up to two years.

AREA OF CONSIDERATION: All **current Census Bureau employees** within the Detroit region serving on an appointment of longer than one year (i.e., time-limited indefinite or competitive appointment).

Note: All current employees on a less than one year appointment, such as an LCO employee, must apply to the external posting. See Announcement #DET-24-8-056 for the external posting.

WORK SCHEDULE: This is a temporary full-time position. The incumbent of this position is covered by the mixed-tour employment program.

WHO MAY APPLY: Anyone residing in the area of consideration (see above).

DUTIES: **Administrative Specialist**

The incumbent of this position works with the Administrative Coordinator at the Regional Census Center (RCC) to ensure timely processing of personnel and payroll documents. Incumbent is responsible for planning, organizing, and carrying out the administrative support functions within the RCC. Incumbent is responsible for establishing and maintaining the filing system for record keeping in the following areas: personnel, payroll, general administration, correspondence, etc. and be able to provide specific guidelines to subordinate personnel in record keeping. Applies knowledge of personnel procedures and regulations for a

variety of personnel actions. Directly supervises personnel and/or payroll clerks. Incumbent will also assist in training clerical staff in personnel/payroll procedures, progress reporting and other administrative activities. Implements procedures and periodically reviews subordinate staff member's work for auditing payroll and miscellaneous claims for validity, adherence to the rules and regulations, and accuracy. Maintains liaison with Regional Office (RO) and Local Census Offices (LCO) staff for technical advice. May be required to travel to LCOs to provide on-site administrative support for enumeration activities throughout the region. Incumbent may be responsible for procurement, credit card, and small purchase actions. Incumbent is responsible for generating, monitoring and reviewing operational cost and corresponding reports. Incumbent conducts analyses and monitors operational cost and progress reports and all other budget, staffing, and resource related areas. Incumbent reviews claims for compliance with Department of Labor (DOL), Office of Worker's Compensation Programs (OWCP), and Occupational Safety & Health Administration (OSHA) Safety regulations and guidelines. Incumbent may oversee subordinate staff member's logging, processing, and claims forwarding to the local Office of Workers' Compensation Programs claims offices for adjudication.

QUALIFICATIONS: To be eligible for this position, you must have the specialized experience or education indicated below or a combination of both.

1. Applicants must be 18 or older to be hired for the 2010 Census.
2. Applicants are responsible for insuring that the application submitted clearly indicates that they meet the qualifications listed below. To be eligible for this position, you must have the specialized experience indicated below.
3. **Specialized experience is defined as:** Experience which has equipped the applicant with the particular knowledge, skills and abilities to perform successfully the duties of the position and which is typically in or related to the position to be filled. To be creditable, specialized experience must have been at least equivalent to the next lower grade level.

You may qualify for a position based on your education, experience, or a combination of both.

GG-0301-05: Applicants must have the experience or education indicated below or a combination.

Experience

Applicant must have three years of general experience that demonstrates experience in analyzing problems to identify significant factors, gathering pertinent data, and recognizing solutions while planning and organizing work, and have the experience to communicate effectively orally and in writing.

Education

Successful completion of a full four year course of study leading to a bachelor's degree that equips the applicant with the knowledge of two or more administrative functions, such as: personnel and payroll, recruitment, testing, and selection, equal employment opportunity, finance, accounting, procurement, supplies, space, and/or leasing, or contracting in order to provide support and services to an organization. If you are using education to qualify for a position you **MUST** submit a copy of your college transcripts or a listing of college courses showing course number, title, grade, type (semester/quarter), and number of credit hours earned. Applicants selected for the position will be required to supply original transcripts.

GG-0301-07: Applicants must have the experience or education indicated below or a combination.

Experience

Applicant must have one year of specialized experience equivalent to the next lower grade level that provides the knowledge in one or more administrative functions, such as: personnel and payroll, recruitment, testing, and selection, equal employment opportunity, finance, accounting, procurement, supplies, space, and/or leasing, or contracting in order to provide support and services to an organization.

Education

Successful completion of a full four year course of study leading to a bachelor's degree in any area with Superior Academic Achievement **or** one full year of graduate education directly related to the position that provides knowledge of two or more administrative support areas, such as: personnel and payroll, recruitment, testing, and selection, equal employment opportunity, finance, accounting, procurement, supplies, space, and/or leasing, or contracting in order to provide support and services to an organization. If you are using education to qualify for a position you **MUST** submit a copy of your college transcripts or a listing of college courses showing course number, title, grade, type (semester/quarter), and number of credit hours earned. Applicants selected for the position will be required to supply original transcripts.

GG-0301-09: Applicants must have the experience or education indicated below or a combination.

Experience

Applicant must have one year of specialized experience equivalent to the next lower grade level that provides knowledge of two or more administrative support areas, such as: personnel and payroll, recruitment, testing, and selecting, equal employment opportunity, finance, accounting, procurement, supplies, space, and/or leasing, or contracting, and the ability to provide advice and guidance on administrative matters.

Education

Successful completion of graduate education or graduate course work that is directly related to the position that provides the knowledge of two or more administrative support areas, such as: personnel and payroll, recruitment, testing, and selection, equal employment opportunity, finance, accounting, procurement, supplies, space and/or leasing, or contracting, and the ability to provide advice and guidance on administrative matters. If you are using education to qualify for a position you **MUST** submit a copy of your college transcripts or a listing of college courses showing course number, title, grade, type (semester/quarter), and number of credit hours earned. Applicants selected for the position will be required to supply original transcripts.

GG-0301-11: Applicants must have the experience or education indicated below or a combination.

Experience

Applicant must have one year of specialized experience equivalent to the next lower grade level that demonstrates the ability to provide administrative support services in two or more areas, such as: personnel and payroll, recruitment, testing, and selection, equal employment opportunity, finance, accounting, procurement, supplies, space and/or leasing, or contracting, and the ability to provide advice and guidance on administrative matters.

Education

Successful completion of graduate education or graduate course work that is directly related to the position and demonstrates the ability to provide administrative support services in two or more areas, such as: personnel and payroll, recruitment, testing, and selection, equal employment opportunity, finance, accounting, procurement, supplies, or contracting, and the ability to provide advice and guidance on administrative matters. If you are using education to qualify for a position you **MUST** submit a copy of your college transcripts or a listing of college courses showing course number, title, grade, type (semester/quarter), and number of credit hours earned. Applicants selected for the position will be required to supply original transcripts.

GG-0301-12: Applicants must have the experience indicated below.

Experience

Applicant must have one year of specialized experience equivalent to the next lower grade level that demonstrates the ability to provide administrative support services in two or more areas, such as: personnel and payroll, recruitment, testing, and selection, equal employment opportunity, finance, accounting, procurement, supplies, or contracting and the ability to provide advice and guidance on administrative matters, or the ability to manage, assign work, set priorities, prepare schedules, evaluate performance and provide instruction and training.

Education

No substitution of education for experience is permitted.

HOW TO APPLY: Each applicant must submit:

1. **Step One:** The application; the following formats may be used:
 - a. [Optional Application for Federal Employment \(OF-612\)](#), or
 - b. A **resume** for this position, listing your work duties and accomplishments relating to the job for which you are applying, or
 - c. **An Application for Federal Employment (SF-171)** – this form is obsolete but may be used

Additionally, the following information is needed to evaluate your qualifications and determine if you meet legal requirements for Federal employment. **This information must be listed in your application packet. Failure to provide this information may result in loss of consideration.**

> Recruiting Bulletin Announcement number (i.e. DET-24-8-XXX), title (i.e. Administrative Specialist), and lowest grade acceptable (i.e. GG-0301-12) (do not mail a copy of the vacancy announcement as proof for the position you are applying). If you are applying for multiple grades (i.e. 09, 11, 12) you will need to submit

a complete application packet for each grade

- > Full name, mailing address (including zip code) and day and evening phone numbers (with area code)
- > Social Security number
- > Country of citizenship (**this Federal job requires U.S. citizenship**)
- > Veterans' Preference – Applicants claiming 10-point veterans' preference **must** submit an [SF15, Application for 10-Point Veterans' Preference](#), with the required proof (i.e., statement from the Department of Veterans Affairs) and the latest copy of the DD-214, Certificate of Release or Discharge from Active Duty. If the applicant does not provide the supporting documentation for the 10-point preference, but has provided the documentation for the 5-point preference, they will receive the 5-point preference only (until the documentation for the 10-point preference is received). Applicants claiming 5-point veterans' preference must submit a DD-214 to receive preference (Member Copy – 4, if applicable). The DD-214 must show the type of discharge (i.e. Honorable/General)
- > Highest Federal civilian grade held (if applicable)
- > Highest education level achieved. Specify: name, city, state, zip code (if known), date or expected date (month/year) of completion of degree requirements and type of degree received. Graduates of foreign universities must include proof of foreign education equivalency to an accredited U.S. college/university
- > To qualify based on education submit a copy of your college transcript along with your application
- > Paid and non-paid work experience related to the position. For each work experience include: job title, series/grade (if federal employment), duties and accomplishments, employer's name and address, supervisor's name and address, starting and ending dates, hours per week, salary, and indicate if we may contact your current supervisor/employer
- > Job-related training courses (title and year), skills (e.g., other languages, typing speed, computer software/hardware, tools, etc.), certificates/licenses (current), honors and awards, and special accomplishments (e.g., publications, memberships in professional societies, etc.)
- > Use of any Government agency envelopes to file job applications is a violation of federal laws and regulations. Applications submitted in Government envelopes or via Government FAX machines will not be accepted
- > Disabled veterans or any other applicants eligible for non-competitive appointments should specify their special eligibility on the application. Individuals with a disability may request reasonable accommodations by calling (313.396.5200)

2. **Step Two:** Complete an [OF-306, Declaration of Federal Employment](#).
3. **Step Three:** Each applicant must complete and submit Evaluation Criteria for this position. **These questions must be completed and submitted along with the application.** (See attached sheet with the Evaluation Criteria questions.)
4. **If applying for multiple grades each applicant must complete and submit a separate and complete application packet for each grade level. For example, if an applicant is applying to the grades 09, 11, and 12, they would submit THREE separate and complete application packets indicating on the paperwork which grade each application is for.**

APPLICATION DEADLINE: Application materials must be received by the closing date of the recruiting bulletin. Applications received after this date will not be considered. Applications will be considered in the order they are received; the various cut-off dates are listed at the beginning of this announcement. Facsimile and emailed applications will not be accepted.

Send all application information to:

**Bureau of the Census
Detroit Regional Census Center
300 River Place Ste. 2950
Detroit, MI 48207
ATTN: Human Resource Specialist**

For further information on this vacancy you may contact, Susan Kreft, Human Resource Specialist, at (313) 396-5333.

Payment of relocation expenses IS NOT authorized.

CONDITIONS OF EMPLOYMENT:

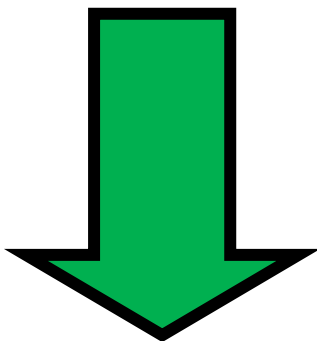
- > This is a Mixed-Tour work schedule that may be changed from full-time, to part-time, or intermittent to accommodate fluctuating workloads
- > Candidates selected for these positions must sign agreements outlining the conditions of employment prior to the appointment
- > You will be required to complete a [Declaration of Federal Employment \(OF-306\)](#) to determine your suitability for Federal employment and to authorize a background investigation. You will also be required to sign and certify the accuracy of all the information in your application. If you make false statements in any part of your application you may not be hired, or you may be fired after you begin work, or you may be fined or jailed
- > Public law requires all new appointees to present proof of identity and employment eligibility (e.g., U.S. citizenship)
- > If selected, male applicants born after 12/31/59 must confirm their [selective service registration status](#). Certification forms are available at most federal agency personnel offices or from the U.S. Office of Personnel Management
- > Employees who receive a Voluntary Separation Incentive Payment (VSIP) or “buyout” and subsequently return to a position in a federal agency, whether by reemployment or contracts for personal services, are obligated to repay the full amount to the agency that paid it

THE U.S. DEPARTMENT OF COMMERCE IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER.

THIS CENSUS BUREAU DOES NOT DISCRIMINATE IN EMPLOYMENT ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, POLITICAL AFFILIATION, SEXUAL ORIENTATION, MARITAL STATUS, DISABILITY, AGE, MEMBERSHIP IN AN EMPLOYEE ORGANIZATION, OR OTHER NON-MERIT FACTOR.

THIS AGENCY PROVIDES REASONABLE ACCOMMODATIONS TO APPLICANTS WITH DISABILITIES. IF YOU NEED A REASONABLE ACCOMMODATION FOR ANY PART OF THE APPLICATION AND HIRING PROCESS, PLEASE NOTIFY THE AGENCY. THE DECISION ON GRANTING REASONABLE ACCOMMODATION WILL BE ON A CASE-BY-CASE BASIS.

KEEP SCROLLING DOWN FOR THE VARIOUS CRITERIA QUESTIONS THAT NEED TO BE ANSWERED AND RETURNED WITH EACH APPLICATION.



**EVALUATION CRITERIA STATEMENT FOR
Administrative Specialist**

Candidates will be evaluated on the extent and quality of their experience, education, and accomplishments as related to the following elements. **To be considered, applicants must answer the below questions addressing each area.**

Use additional paper for longer answers.

Applicants are required to complete the following:
In the space below, write your experience that supports your answer.

****RETURN WITH YOUR APPLICATION****

1. Experience applying methods and procedures in two or more administrative support areas such as staffing, recruitment, supplies, personnel, payroll, selection, financial management, travel, or procurement.

2. Experience providing advice and guidance on administrative matters.

3. Experience supervising, assigning work, setting priorities, and providing advice, instructions, and training to subordinate staff.